

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Assistant to Deputy Director for Private Facility Contract  
Monitoring/Oversight Division (PFCMOD)

SALARY GROUP: A15

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Allison Dunbar DATE: 10/15/2021

POSITION #: 034054

**I. JOB SUMMARY**

Performs highly complex administrative support work. Work involves providing and coordinating administrative support to include disseminating information, developing filing systems, and preparing and editing reports and documents; and providing guidance to others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Performs complex technical assistance work for an agency program; prepares, interprets, and disseminates information concerning agency programs and procedures; assists in the implementation of program planning; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
- B. Coordinates work with departments of the agency, other agencies, organizations, officials, and the public and maintains liaison with local, state, and federal agencies and private organizations.
- C. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; receives, monitors, and maintains data and documents to ensure proper handling and response; assists in compiling and editing data, making calculations, and preparing reports; and participates in budget preparation.
- D. Assists in researching technical policy issues; researches, composes, designs, and edits agency publications to include brochures, forms, manuals, reports, and charts; and develops and maintains record keeping and filing systems.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Two years full-time, wage-earning computer operations experience.
4. Criminal justice experience preferred.
5. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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9. Skill to review technical data and prepare technical reports.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.